

POSITION DESCRIPTION

PD Tracking Number 11B0499
Series, Title and Grade 1102 Supervisory Contract Specialist GS-13
Department Region 01 -New England Region

Introduction Statement

Position Risk: 6-"High Risk" T4 (25) / Tier 4
Cybersecurity: 000

Serves as the first-level supervisor for a group of Contract Specialists in the New England Region, Public Buildings Service, Service Centers Division, assigned to a designated Service Center Branch. Incumbent manages and directs a group responsible for all technical matters related to the development and execution of contracts (preaward and postaward responsibilities) secured to support Service Centers Division operational responsibilities in support of GSA client requirements. Works under the general supervision of the Branch Chief, who provides program and policy guidance as required.

Major Duties

The function of this position is to provide first-line supervision and direction to a group of Contract Specialists performing preaward, administration and termination work related to contracts, to assure the efficient and effective day-to-day operation of the branch and to perform the full range of Contract Specialist duties involving the most sensitive and complex procurement actions performed at the Service Center level.

Establishes internal policies, procedures and controls for the team and coordinates with other procurement officials and/or the supervisor to ensure uniformity and consistency.

Resolves problems and controversies presented by subordinates. Makes authoritative decisions regarding technical matters, referring policy or political issues to higher levels as appropriate, together with a recommended course of action or proposed policy change.

Closely works with PBS Procurement Analysts of the Acquisition Management Staff; and other contracting personnel to ensure sound communications and information exchange between subordinate staff members. Broadly oversees the activities of professional, technical and administrative personnel in terms of gathering and sharing the appropriate information in support of contractual actions with clearly defined specifications, which effectively and accurately translate into contract documents and terms.

Coordinates program operations with other GSA and outside organizations involved in the PBS service delivery process. Meets with others within and outside the Branch and/or Service Center Division as needed, to resolve problems, negotiate changes, establish standard procedures or assure compliance with regulations as required.

Provides input and recommendations concerning procurement operations, significant trends, recurring problems and similar management concerns. Provides input on group operations for periodic management, program, workload and financial reports. May also participate in providing input for the Service Center Branch's annual operation plans and budget requests.

Reviews all contractual assignments falling within the group's responsibility and assigns work to subordinates as appropriate. Personally handles one or more phases of the most difficult contracts such as those performed by subordinate GS-12 Contract Specialists, when workload or sensitivity warrants.

As a senior Contract Officer for the group, possesses a permanent unlimited warrant and performs the most complex and/or high profile procurements impacting assigned to the group. Maintains open communication channels with customers, providing professional, courteous and timely feedback through regular phone calls or site visits and interceding on controversial issues which subordinates are unable to

resolve.

As needed, performs the full range of pre-award and post-award procurement functions, planning and conducting the contracting process from the description of requirements through contract delivery. In this regard, responsibilities may include performing any or all of the following duties for contracts that are personally executed or administered: developing an acquisition plan; reviewing and clarifying requirements; determining the method of procurement and developing a procurement plan; soliciting, evaluating, negotiating and awarding contracts to furnish products or services to Government agencies; performing cost and price analysis for assigned procurements; conducting briefing and conferences with interested parties at various stages of the procurement; administering contracts and assuring compliance with the terms of the contracts and terminating contracts by analyzing, negotiating and settling claims and proposals.

Reviews procurement requests initiated by internal and external clients for propriety, priority and availability of funds. Ensures each request provides information that describes the services clearly, completely and accurately so that the Contracting Officer may obtain acceptable bids offers for performance of the proposed procurement and supports any contractual recommendations it may contain (such as sole source). Returns incomplete or inaccurate requests and requests clarification from the initiator. Procurement requests range from micro-purchases to those exceeding \$10,000,000.

As a warranted Contracting Officer, and based on personal analysis and subordinates' recommendations, makes final determinations relative to award of contracts, price adjustments, deviation from contract terms and conditions, supplemental agreements, final decisions, change orders, disclosures, cost benefit studies relative to value incentive provisions and other related matters. Assures the integrity of case files and when required , appears in behalf of the Government at termination hearings and other judicial/semi-judicial hearings, court actions, etc.

Performs other duties as assigned, such as serving as Branch Chief when so designated.

Primary Factor Level Statements

Factor 1 Program Scope and Effect

Factor Level 1-3 550 pts.

SCOPE: Directs a program segment that performs technical, administrative, or professional work in the procurement area. The program segment and work directed covers the designated geographic area for the Service Center Branch. Through a professional staff, incumbent provides complex administrative, technical and/or professional contracting services directly affecting large or complex customer agencies.

EFFECT: Activities, functions, or services accomplished directly and significantly impact a wide range of Agency activities, the work of other agencies, or the operations of outside interests or the general public.

Factor 2 Organizational Setting

Factor Level 2-1 100 pts.

The incumbent reports to the Service Center's Branch Chief, a position three levels below the PBS, Regional Commissioner, an SES level position.

Factor 3 Supervisory and Managerial Authority Exercised

Factor Level 3-2 450 pts.

The incumbent supervises a group of subordinates at the GS-12 level and below in the contracting discipline. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities and prepares schedules for completion of work; assigns work based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of employees; evaluates work performance of subordinates; gives advice, counsel or instruction to employees on both work and administrative matters; interviews candidates for positions in the unit; recommends appointment, promotion or reassignment to such positions; hears and resolves complaints from employees, referring group grievances and more unresolved complaints to a higher level supervisor or manager; effects minor

disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; approves leave; develops performance standards, and ensures the maintenance of safe working conditions for subordinates.

Factor 4a Nature of Contacts

Factor Level 4a-2

50 pts.

Contacts are with subordinate associates; GSA and other agency Regional and Central office officials; management officials of client agencies; vendors; business representatives from outside firms or contractors, and the general public.

Factor 4b Purpose of Contacts

Factor Level 4b-2

75 pts.

The purpose of contacts is to ensure that information provided to outside parties is accurate and consistent; to plan and coordinate the work directed with that of others outside the subordinate organization; and/or to resolve differences of opinion among managers, supervisors, employees, contractors or others.

Factor 5 Difficulty of Typical Work Directed

Factor Level 5-7

930 pts.

The incumbent directs a staff of approximately 5 - 8 contract specialists at the GS-12 level; the base level of work directed is GS-12.

Factor 6 Other Conditions

Factor Level 6-4

1120 pts.

Supervision at this level requires substantial coordination and integration of a number of major work assignments, projects, or program segments of professional, scientific, technical, or administrative work comparable in difficulty to the GS-11 level or above. For example, such coordination may involve work comparable to one of the following: identifying and integrating internal and external program issues affecting the immediate organization, such as those involving technical, financial, organizational, and administrative factors; integrating the work of a team or group where each member contributes a portion of the analyses, facts, information, proposed actions, or recommendations; and/or ensuring compatibility and consistency of interpretation, judgment, logic, and application of policy; recommending resources to devote to particular projects or to allocate among program segments; leadership in developing, implementing, evaluating, and improving processes and procedures to monitor the effectiveness, efficiency, and productivity of the program segment and/or organization directed; reviewing and approving the substance of reports, decisions, case documents, contracts, or other action documents to assure that they accurately reflect the policies and position of the organization and the views of the Agency.

Factor Points Total 3275

Position Classification Standards Used

Contracting Series, 1102, TS-71 December 1983

This PD was originally classified by Mary Galeani on 09/23/2009.

Last Modified By Rhodie Bruce, 7/28/2015